

SECRET

25X

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

25 September 1963

MEMORANDUM FOR: The Inspector General

SUBJECT: IG Survey of OCR - Comments on Personnel Relations

REFERENCE: Your memorandum, this subject, dated 5 September 1963

1. The selection of men over women candidates for senior positions in Document Division, OCR, understandably has sometimes given rise to the issue of "male supremacy" reported in your memorandum owing to the historically high proportion of women staff in this Division. Of the two branches comprising the Division, there are currently on duty ☐ men and ☐ women in Analysis (document indexing), and ☐ men and ☐ women in Dissemination Control (document distribution and records).

25X  
25X

2. The balance at the present time between men and women supervisors in the two branches of Document Division stands as follows:

Analysis Branch - 7 officers

women supervisors: 1 branch chief - GS-14  
2 section chiefs - GS-11 and GS-7  
2 unit chiefs - GS-11  
5

men supervisors 1 section chief - GS-13  
1 unit chief - GS-11  
2

Dissemination Control Branch - 13 officers

women supervisors: 1 section chief - GS-12  
5 unit chiefs - 3 @ GS-11, 1 GS-9, 1 GS-7  
6

25X1

- 2 -

men supervisors:      1 branch chief - GS-14  
                             3 section chiefs - 2 @ GS-13, 1 GS-12  
                             3 unit chiefs - 2 @ GS-11, 1 GS-7  
                             7

There are in addition in Document Division four positions (2 GS-12 and 2 GS-11) identified as assistants to section chiefs. All are occupied at the present time by women.

3. The situation in Analysis Branch would appear to speak for itself as far as the selection of women for senior positions is concerned. In Dissemination Control Branch the balance among the top positions currently favors male supervisors although it has not always done so in the past. One important consideration here in the search for supervisory talent is the ability to handle staff of very high seniority in relatively confining and somewhat repetitive work. Accordingly, a factor in the selection of Section Chiefs has been the existence of personality conflicts between some of the unsuccessful candidates and their prospective subordinates. All selections for professional positions over the last eight years have of course been made according to the DDI job vacancy notice system followed by OCR Career Board selection and final approval by the Assistant Director. A measure of the effectiveness of the present supervisors in Dissemination Control is that intelligence documents are being disseminated today in record speed and with an efficiency often commended by recipient analysts.

4. The assurance of equal opportunity for advancement for negro employees in Document Division, also touched upon in your memorandum, has seldom been questioned throughout the history of this activity. The third ranking member of Analysis Branch is a very capable GS-12 negro woman. There are also a unit chief and an alternate unit chief in the Division who are negroes of long and very satisfactory service.

5. Current procedures for prompt and impartial circulation of job vacancy notices in OCR have been reviewed with all supervisors in the light of your findings on this subject. OCR policy is that clerical employees shall see all clerical vacancy notices. Professionals see all vacancy notices for positions carrying their present or the next higher grade rating.



cc: DD/I

PAUL A. BOREL  
Assistant Director  
Central Reference

25X1

25X1

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY 25X1 OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1			15 Nov.	RFB	
2	char			JSE	
3	ZyA		11/9	37	
4	VHL		19 Nov	②	
5					
6	OCR Survey File				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Bob: Do you have any comments to offer</p> <p>JSE on this? I certainly have none</p> <p>and tend to consider the matter closed</p> <p style="text-align: right;">FMC</p> <p>No further comment. I think the memo's purpose has been achieved. RFB - 15 Nov.</p> <p style="text-align: right;">15 Nov 63</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

Approved  Release 2004/08/25 : CIA-RDP67- R000100050013-0

26 September 1963

DATE

XXXXXXXXXX

EARMAN *gr*

*W7*  
~~EIA/FMC & Co.~~

*Any comment?*  
*gr*

OCR Survey Folder.

RETURN TO: